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W37 Inc

Weather Bureau  
Instrument Division

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INSTRUMENT AND SUBSTATION CARD RECORD FOR  
AIRWAYS WORK.

A standard form of card index of instrumental property charged to the several Weather Bureau stations, and issued to the substations under their supervision was adopted in 1915. The manner in which the system is used is evident from the arrangement of the cards being sent to your station. It is desired that this index be adapted to the care and supervision of airways stations and be started as soon as practicable in accordance with these instructions.

The index consists primarily of two card records, one termed the INSTRUMENT RECORD, SUBSTATION; the other the SUBSTATION EQUIPMENT RECORD:

THE INSTRUMENT RECORD, SUBSTATION, in which one card is found for each instrument or piece of apparatus, is designed to give ready access to the complete history of each individual instrument when its serial number is known, from the time of its receipt from the Central Office until authority to drop the instrument has been received. The arrangement of the several cards shows the manner in which such a record is handled, and the procedure in an individual case would be about as follows:

Take an anemometer, say No. 1372 for example: - Upon its receipt from the Central Office, the date say July 3, 1928, would be entered in the appropriate place on the card, and the card itself filed under the general guide, "Surplus for Issue", and under the sub-guide "Anemometers" until such time as the instrument is required for issue. Suppose that the instrument is issued to Wolcott, Ind., on July 15, 1928. The location date, reference, and necessary remarks are then entered on the card, and the card next placed under the guide, "Issued During the Current Month"; sub-guide "Issued, Not Receipted For". The receipt card, Form 4067-M is sent out at the same time the anemometer is issued, and when the receipt is returned, the anemometer card is placed under the guide in serial order. Suppose that the next step in the history of anemometer 1372 is its return from substation unserviceable, because of its being broken. The entries are made on the card and it is filed under the guide "Unserviceable", where it remains until it is "Authorized to Drop". Next it is placed under the guide "Dropped during the year in the rear of the file "At Substations" and lastly at the end of the year when the property return is



made up, the card goes to its final resting place under "Dropped." Should an instrument be made available for reissue after being repaired or tested, it would again first be placed under "Surplus for Issue", and when issued go through the same course as before.

The several instrument cards are arranged according to their serial Weather Bureau numbers under guide cards bearing the proper names, which latter appear in alphabetical order. An exception will have to be made with instrument shelters and velocity-indicator cards, because they do not bear serial numbers when issued from the Central Office. These cards may, therefore, be filed under the name of the station but there is no objection to the numbering of such equipment by the supervising office, if so desired.

Most of the cards for the Instrument Record are Form 4067 G which do not have the name of the instrument printed thereon. The name of the instrument such as anemometer, indicators, supports, psychrometers, etc. will be written in. A record of the tubes used on psychrometers should be kept on the psychrometer cards.

The SUBSTATION EQUIPMENT RECORD is intended to form first, a quick and sure source of information for use in the current administration of the section, and second, a condensed history of the substation equipment and exposure, etc. It should therefore, be kept strictly up to date and in complete form so that in case of a change in personnel the new official will find therein full and complete information concerning any substation.

Alphabetical guide cards have been provided but their use and the grouping of the stations in the card index is left to the discretion of the officials in charge. The plan provides for the use of card Forms 4067H, 4067I, 4067J, 4067K and 4067M.

The buff cards Form 4067H, bear the names of the sub-stations and give the record of matters of a more or less permanent character. If more space is required extra cards may be inserted and if more elaborate descriptions or photographs of the station are on file, a reference should appear. Next appear Forms 4067I, cards pertaining to the instrumental equipment in current use at the place, one card being used for each class of apparatus. Where the record is important,



the height of the instrument above the ground will be entered and any pertinent data under remarks that will serve as a brief statement of the instrumental exposure and the changes thereof.

The use of Forms 4067J and 4067K, Record of Inspections, and Changes of Observers, is quite evident from the cards; as is likewise the receipt card, 4067M. Each time a receipt card is sent out to substations, it should cover all instruments and equipment in the hands of the airways observer. These cards will, of course, be sent through the mail in envelopes.

The "Discontinued" portion of the SUBSTATION EQUIPMENT RECORD provides a place for cards of stations that have been closed, and alphabetical index cards may eventually be needed in that portion of the index.

Your efforts in the direction of securing completeness and continuity in this card index will, it is thought, be amply repaid and prove a great value.

It will be noticed that most of the cards are given form numbers, and they will be secured in the usual manner from the Central Office on forms requisition.

